

USE OF TOWN FACILITIES  
TOWN OF NEWBURGH

Residents of the Town of Newburgh may rent the gym & kitchen for \$50 for a 4-hour event not to include set up and clean up time. Residents may not rent the gym for organizations, businesses, and non-residents. If a Resident is found to be using the gym for these types of events, then they will forfeit the future right to rent the facility.

All organization, business and non-residents may rent the facilities for the following fees:

Gym- \$50.00 per hour of rental.

Gym & Kitchen- \$60.00 per hour of rental.

All renters are required to show proof of general liability insurance for \$1,000,000 with the Town of Newburgh as additional insured. One can obtain this insurance through your homeowner's insurance, calling an insurance company or using the GatherGuard program attached to this application.

Payment of rental fees should be paid prior to event date(s), along with proof of insurance. Check payments can be made out to Town of Newburgh and mailed to 2220 Western Ave, Newburgh ME 04444. If payment with a credit card is needed there is an additional 2.5% fee in addition to rental cost.

Keys will be provided if your event is outside of normal town business hours. Key arrangements need to be made during town office business hours. Keys must be returned the next business day after the end of the rental. Any keys not returned to the Town Office will result in billing of lock replacement to the renter.

Gym rental cleanup check list:

- Flush all toilets and ensure all sinks are shut off.
- Pick up any trash on the floors.
- Put everything away where you found it.
- Shut off any lights that are not automatic.
- Remove any decorations.
- Put all folding chairs away.
- Wipe up any spills on the floors.
- Place tables folded up in a neat pile near the kitchen service window.
- Trash is to be removed and put in the dumpster located in the back of the building.

Fees schedule set by the Town of Newburgh Select Board on October 24<sup>th</sup>, 2022

Renters Initials: \_\_\_\_\_

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Name of organization/resident: \_\_\_\_\_ wishes to use the Town of Newburgh  
Facilities, on (date) \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

For the purpose of: \_\_\_\_\_

Person making request \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Please check off what facilities you would like to use:

- Gymnasium
- Kitchen
- Chairs
- Tables
- Meeting Room
- Other: \_\_\_\_\_

**RELEASE**

In consideration of the use of premises of Town of Newburgh and specifically those as premises defined as: \_\_\_\_\_ the undersigned, acting for or on behalf of (Name of Group/Organization, Individual) \_\_\_\_\_, hereby releases the Town of Newburgh, its Town Manager and employees from any and all liability arising from, or associated with the existence of hazards of the buildings and premises, including the ways immediately adjoining and parking lots, and any and all liability associated with the activities or operations which are to be conducted by or on behalf of the above names individual, group, or organization.

Notes: 1) Requesting organizations must obtain 1,000,000 general liability insurance policy.

2) Please obtain certificate of insurance indicating policy coverage and stating that Town of Newburgh is an additional insured regarding use of the facility by (organization) \_\_\_\_\_ for the purpose of (event) \_\_\_\_\_ on (date) \_\_\_\_\_

\_\_\_\_\_ By: \_\_\_\_\_  
Date Title: \_\_\_\_\_

.....  
This request is approved \_\_\_\_\_ Disapproved \_\_\_\_\_ with the following charges and/or stipulations:

\_\_\_\_\_  
Total Cost: \_\_\_\_\_

Town Manager Signature

**OFFICE USE**

Invoice sent: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

Date

.....  
Renters Initials: \_\_\_\_\_



Intact Entertainment | GatherGuard

**Special events, whether a wedding reception or a professional seminar, involve considerable coordination between host and event staff. Despite careful planning the unexpected may occur—exposing the host to potential liability for bodily injury or property damage. Intact Entertainment can help with GatherGuard—a general liability insurance program that provides your client access to convenient, low-cost coverage for special events.**

#### **What is GatherGuard?**

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When an individual or organization rents a facility or venue for an event, GatherGuard provides low-cost general liability insurance. It provides protection for the user against claims by guests or the facility for injuries or property damage caused by their event. It's an easy-to-use, fast method of insuring most types of events, including seminars, weddings and receptions, birthday parties, and concerts.

#### **How it Works**

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We will work with you to set coverage limits, special additional insured language (if required by venue; must be approved by Intact); and contact preferences. Customers will be able to see predetermined information, options customized to your venue or organization, and the type of event being held. You will be able to send customers directly to [gatherguard.com](http://gatherguard.com) to purchase insurance through our simple, online system.

Our support team is available by phone or email to answer questions about GatherGuard or to offer technical assistance. Once purchased, the policy and proof of coverage will be delivered instantly to the email address entered on the online application.

#### **Product Highlights**

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##### **Standard Coverage**

- Review only one form
- **Simple verification of insurance with uniform proof of coverage**
- Predetermined additional insured information
- Pre-select general liability limits up to \$5M
  - Host liquor included
  - Higher limits are available for selection by customer as directed by venue, with pre-approval.

## Easy to Use

- Venue activity reports available upon request
- Copy of proof of coverage automatically sent to venue-designated personnel
- Marketing materials available
- Cost effective
  - Low touch
  - Online purchase means no venue deposits or handling of money
  - Reasonable rates
  - No master policy renewals

## Flexible Product

- Individual policies, not restrictive Master Policy
  - Higher limit option for Damage to Premises Rented to You
  - Additional limits available
  - Liquor liability available

### About Intact Insurance Specialty Solutions

Throughout the United States, Intact Insurance Specialty Solutions' underwriting companies offer a broad range of specialty insurance products through independent agencies, regional and national brokers, wholesalers and managing general agencies. Each business is managed by an experienced team of specialty insurance professionals focused on a specific customer group or industry segment, and providing distinct products and tailored coverages and services. Targeted solutions include group accident and health; commercial and contract surety; entertainment; environmental; excess property; financial institutions; financial services; inland marine; management liability; ocean marine; technology; and tuition refund. For further information about U.S. products and services visit: [intactspecialty.com](http://intactspecialty.com).

Intact Insurance Specialty Solutions is a marketing brand for the insurance company subsidiaries of Intact Insurance Group USA LLC, a member of Intact Financial Corporation (TSX: IFC), the largest provider of property and casualty insurance in Canada, a leading provider of global specialty insurance, and, with RSA, a leader in the U.K. and Ireland. The insurance company subsidiaries of Intact Insurance Group USA LLC include Atlantic Specialty Insurance Company, a New York insurer, Homeland Insurance Company of New York, a New York insurer, Homeland Insurance Company of Delaware, a Delaware insurer, OBI America Insurance Company, a Pennsylvania insurer, OBI National Insurance Company, a Pennsylvania insurer, and The Guarantee Company of North America USA, a Michigan insurer. Each of these insurers maintains its principal place of business at 605 Highway 169 N, Plymouth, MN 55441, except The Guarantee Company of North America USA, which is located at One Towne Square, Southfield, MI 48076. For information about Intact Financial Corporation, visit: [intactfc.com](http://intactfc.com).



Visit [intactspecialty.com/entertainment](http://intactspecialty.com/entertainment) or contact **Mary Ann Saemaldahr** at 781.332.8485 or [msaemaldahr@intactinsurance.com](mailto:msaemaldahr@intactinsurance.com) for more information.



Intact Entertainment

GatherGuard Purchasing Instructions

Special events, whether a wedding reception or a professional seminar, involve considerable coordination between host and event staff. But despite careful planning the unexpected may occur—exposing the host to potential liability for bodily injury or property damage. Intact Entertainment can help with GatherGuard—a general liability insurance program that provides low-cost coverage for special events.

#### **Purchasing Instructions:**

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GatherGuard is accessible through two easy methods:

**Tip:** Internet Explorer is not supported, for the best experience, please use the Chrome, Safari or Firefox browsers

##### **Venue ID Codes**

- Visit our website at [gatherguard.com](http://gatherguard.com)
- Select Get a Quote and answer a few questions about your event
- Where prompted, enter the applicable venue ID code provided by your venue, or search for your venue
- Complete the application and purchase coverage

##### **Direct Referral Link**

- Visit the website provided by the venue containing the referral link
- Click the referral link
- Complete the application and purchase coverage



entertainment

You can verify the additional insured information before completing your purchase by using the "Preview my certificate language" link found at the righthand side of the application. Once the application has been completed, and credit card payment confirmed, you will receive an email with a full copy of your policy and certificate of liability insurance.

**Purchasing tip:** Purchase your coverage several days in advance of your event to leave time for any changes that may need to be made.

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## Sample Policy

You can view a sample policy at any time. Simply click "View Sample Policy" located at the bottom of our website homepage or on each page of the quote/purchasing process.

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## Contact Us

Customer Service is available to assist with questions at **844-747-6240**, Monday through Friday from **8:00 a.m. to 8:00 p.m.** Eastern Time.

### About Intact Insurance Specialty Solutions

Throughout the United States, Intact Insurance Specialty Solutions' underwriting companies offer a broad range of specialty insurance products through independent agencies, regional and national brokers, wholesalers and managing general agencies. Each business is managed by an experienced team of specialty insurance professionals focused on a specific customer group or industry segment, and providing distinct products and tailored coverages and services. Targeted solutions include group accident and health; commercial and contract surety; entertainment; environmental; excess property; financial institutions; financial services; inland marine; management liability; ocean marine; technology; and tuition refund. For further information about U.S. products and services visit: [intactspecialty.com](http://intactspecialty.com).

Intact Insurance Specialty Solutions is a marketing brand for the insurance company subsidiaries of Intact Insurance Group USA LLC, a member of Intact Financial Corporation (TSX: IFC), the largest provider of property and casualty insurance in Canada, a leading provider of global specialty insurance, and, with RSA, a leader in the U.K. and Ireland. The insurance company subsidiaries of Intact Insurance Group USA LLC include Atlantic Specialty Insurance Company, a New York insurer, Homeland Insurance Company of New York, a New York insurer, Homeland Insurance Company of Delaware, a Delaware insurer, OBI America Insurance Company, a Pennsylvania insurer, OBI National Insurance Company, a Pennsylvania insurer, and The Guarantee Company of North America USA, a Michigan insurer. Each of these insurers maintains its principal place of business at 605 Highway 169 N, Plymouth, MN 55441, except The Guarantee Company of North America USA, which is located at One Towne Square, Southfield, MI 48076. For information about Intact Financial Corporation, visit: [intactfc.com](http://intactfc.com).



# GATHER GUARD

Special event coverage brought to you by Intact Entertainment, in place of the former NLC-RISC TULIP Program

## OVERVIEW

Special events, whether a wedding reception or a professional seminar, involve considerable coordination between host and event staff. But despite careful planning the unexpected may occur—exposing the host to potential liability for bodily injury or property damage. Intact Entertainment can help with GatherGuard—a general liability insurance program that provides you with convenient, low-cost coverage for special events. GatherGuard can help mitigate your risks, while providing valuable protection to the host and venue.

## WHAT IS GATHERGUARD?

When an individual or organization rents a facility or venue for an event, GatherGuard provides low-cost general liability insurance. It protects both the user and the facility against claims by guests who may be injured as a result of attending the event. It's an easy-to-use, fast method of insuring most types of events including seminars, weddings and receptions, birthday parties and concerts.

## HOW IT WORKS

Intact Entertainment will work with you to set coverage limits, special additional insured language (if required by venue; must be approved by Intact); and contact preferences. Customers will be able to see predetermined information, options customized to your venue or organization, and the type of event being held. You will be able to send customers directly to [gatherguard.com](http://gatherguard.com) to purchase insurance through our simple, online system.

Our support team is available by phone or email to answer questions about GatherGuard or to offer technical assistance. Once purchased, the policy and proof of coverage will be delivered instantly to the email address entered on the online application.



## PROGRAM HIGHLIGHTS

### Standard Coverage

- Review only one form
- Simple verification of insurance with uniform proof of coverage
- Predetermined additional insured
- Information: TRIA coverage included in standard policy

### Pre-Select General Liability Limits up to \$5M

- Hosts/venues included
- Higher limits are available for selection by customer, as directed by venue, with pre-approval

### Easy to Use

- Venue activity report available upon request
- Copy of proof of coverage automatically sent to venue designated personnel
- Cost effective
  - Low touch
  - Online purchase means no venue deposits or handling of money
  - Reasonable rates
  - No hassle policy renewals

### Flexible Product

- Individual policies not restrictive Master Policy
  - Higher limit option for Damage to Premises Rented to you
  - Additional limits available
  - Liquor liability available
- Option for Multi-Day events

